

ROUTING AND TRANSMITTAL SLIP		Date
		18 Feb 87
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. MS	has copy & is working	issue)
2. EXA		18 FEB 1987
3. ADDA		19 FEB 1987
4. DDA	19 FEB 1987	WFD
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		
<p>Jim — I'd like to get 4 feet of material delivered to the Independent Council on <u>20 Feb.</u></p> <p>OK JK</p>		
DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions		
FROM: (Name, org. symbol, Agency/Post)		Room No.—Bldg.
		Phone No.

5041-102

 OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

* U.S.G.P.O.: 1983 - 421-529/320

TRANSMITTAL SLIP		DATE
TO: DDA		
ROOM NO.	BUILDING	
REMARKS: Copy of package forwarded to RPD by ER 870218		
FROM:		
ROOM NO.	BUILDING	EXTENSION

(47)

Declassified in Part - Sanitized Copy Approved for Release 2012/08/21 : CIA-RDP89G00643R001300130036-0

OGC-87-50390

18 FEB
1987

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, National Intelligence Council
Inspector General
Director, Office of Congressional Affairs
Comptroller
Executive Secretary
Administrative Officer, DCI Area

FROM: James H. Taylor
Executive Director

SUBJECT: Procedures and Support Requirements for
Independent Counsel Investigation

1. The Office of General Counsel (OGC) is responsible for coordinating the Independent Counsel's investigation of Iranian arms sales and Contra support activities. OGC has created a Task Force for this purpose. The Task Force will be responsible for establishing procedures to control the review of Agency documents by the Office of Independent Counsel (OIC), as well as the provision of documents to OIC that will be needed for their investigation outside the Agency or in any grand jury or court proceedings.

2. The Inspector General's Conference Room has been designated as the Task Force area for the OIC investigation. Each directorate should provide one registry specialist that has VM system experience to support the Task Force, although other personnel may be needed as the scope of their requirements develops. Overtime is authorized to support this investigation.



James H. Taylor

cc: Director, IC Staff

STAT

100-34

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Notification to Components of Independent Counsel's Investigation

FROM:

Deputy General Counsel

EXTENSION

NO.

ER 0663X 87

STAT
STAT

DATE

13 February 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Registry
Rm 7E12 Hqs.

17 FEB 1987

fal

2.

3. Executive Director
Rm 7E12 Hqs

17 FEB 1987

4.

7855

5. D/EXEC STAFF

6.

7.

8.

9.

10.

11.

12.

13.

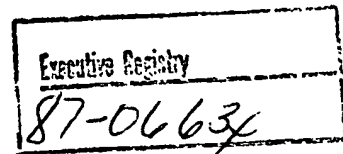
14.

15.

3. fin. re para 3 of
employee notice - I think
it would be better for the
IG to resolve day-to-day
issues rather than hold
for SAG discussion

Quel


DCI
EXEC
REG



13 February 1987

NOTE FOR: Executive Director

FROM:


Deputy General Attorney

STAT

SUBJECT: Notification to Components of
Independent Counsel's Investigation

Jim:

Attached is a memorandum which I propose you send to the Deputy Directors and other components to announce the creation of our Task Force to deal with the Independent Counsel's office. It may be necessary for you to provide other instructions and guidance in the future. Also attached is a suggested Employee Bulletin that I understand was discussed in Tuesday's Senior Review Group meeting. It is ready to go out from our perspective if it meets with your approval. We are still working out the details of the procedures for working with the Independent Counsel staff. We hope to have those finished today or at the latest early next week and will provide those to you in a separate memorandum as soon as they are completed.


STAT

Attachments
as stated

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

Employee Bulletin

Document Handling Procedures for the
Iran-Contra Investigation

This is to remind all employees of our continuing responsibility to maintain the integrity of Agency records pertinent to the Iran-Contra investigation. All standard destruction timetables for materials, including documents and tapes, relevant to this investigation--Iranian arms transfers and Central American operations--are suspended until further notice.

The Independent Counsel representatives have commenced a criminal investigation into this matter. They will be reviewing Agency documents and obtaining information from certain Agency personnel until their investigation is completed. The charter of the Independent Counsel is broad and among other things authorizes him to look into "any person or group of persons . . . [who] has committed a violation of any federal criminal law . . . relating in any way to . . . the provision or coordination of support for persons or entities engaged as military insurgents in armed conflict with the Government of Nicaragua since 1984." All employees are reminded of the continuing nature of the inquiries and of this Agency's responsibility to cooperate fully. Any inquiries concerning the investigation by the Independent Counsel should be referred to the Office of General Counsel.

The instructions on this subject in Employee Bulletins of 8 December 1986 and 21 January 1987 remain in force.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~